



State of California

Governor's Office of Homeland Security

Matt Bettenhausen, Director



Housekeeping

- Electronics
- Food & Drink
- Restrooms
- Breaks
- Questions
- Evaluations



Overview

Acronyms

- OHS: Office of Homeland Security
- OES: Office of Emergency Services
- ALS: Automated Ledger System
- Mod: Modification
- MMRS: Metropolitan Medical Response System
- BZPP: Buffer Zone Protection Program
- PSIC: Public Safety Interoperable Communication
- UASI: Urban Areas Security Initiative



Overview

Acronyms

- **AAR: After Action Report**
- **IP: Improvement Plan**
- **BSIR: Biannual Strategy Implementation Reports**
- **ISIP: Initial Strategy Implementation Plan**
- **GRT: Grants Reporting Tool**
- **RKB: Responder Knowledge Base**
- **AEL: Authorized Equipment List**



Inam Ali

Program Representative
Fiscal & Reporting Unit
Grants Management Division
Governor's Office of Homeland Security





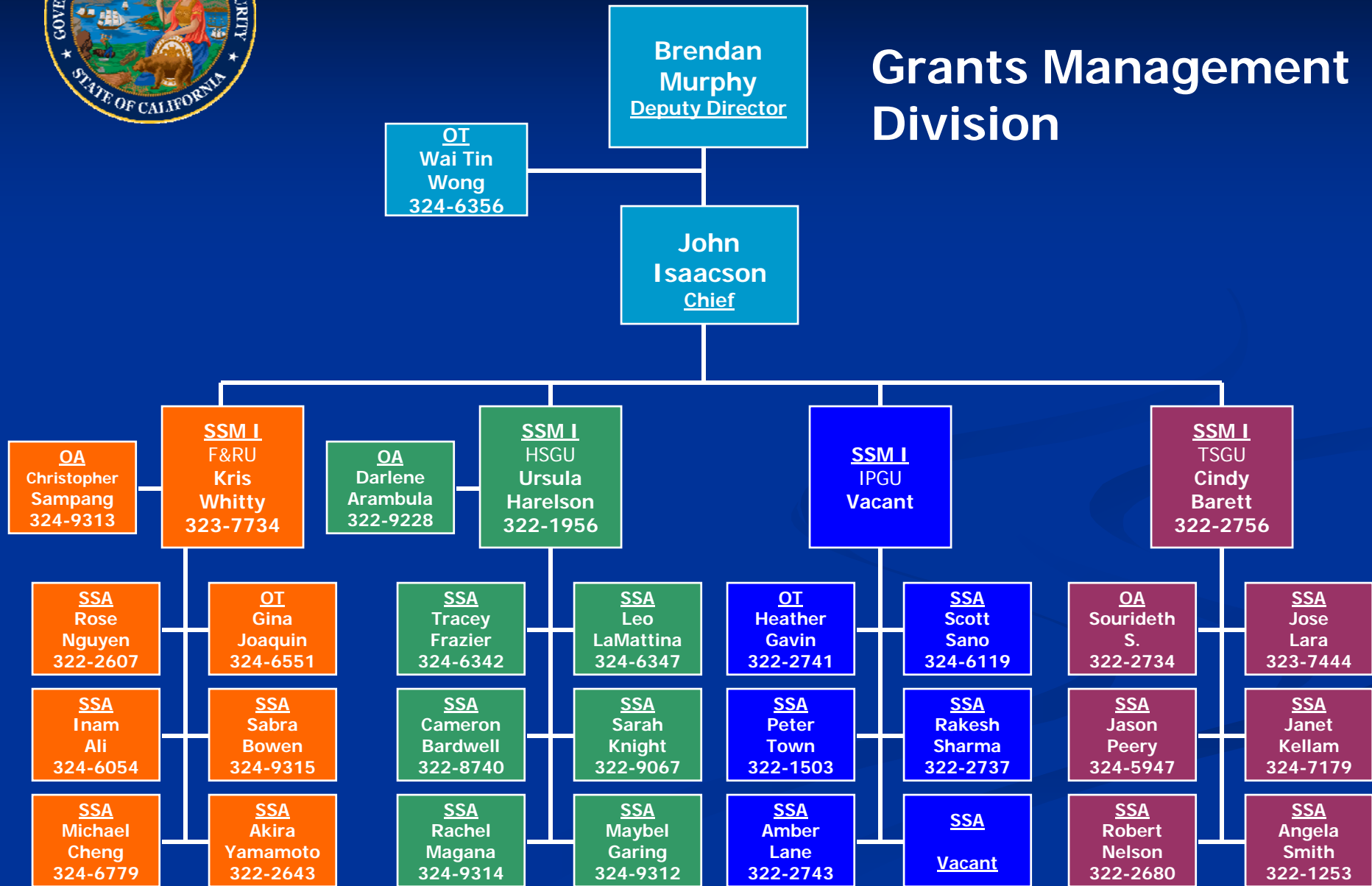
FY 2008 Fiscal Management Workshop

- Overview
- Financial Management Forms Workbook
- Cash Requests / Advances / Modification
- Grant Closeout
- Interactive Demonstration



Overview

Grants Management Division





Inam

Sabra

Akira

Gina

Kris

Michael

Rose

Christopher



Overview

Fiscal & Reporting Unit (F&RU)

The F&RU is responsible for processing all requests for reimbursement from subgrantees across all grants, submitting Initial Strategy Implementation Plans (ISIP), Biannual Strategy Implementation Reports (BSIR) and Categorical Assistance Program Reports (CAPR).

The F&RU is also the lead in providing grant related information in support OHS's annual report, reports to the legislature and California's State Preparedness Report (SPR). The F&RU conducts several workshops throughout the year including Reports and Recordkeeping, Fiscal Management and Biannual Strategy Implementation Reporting.

Program staff for the Fiscal and Reporting Unit (F&RU) include:

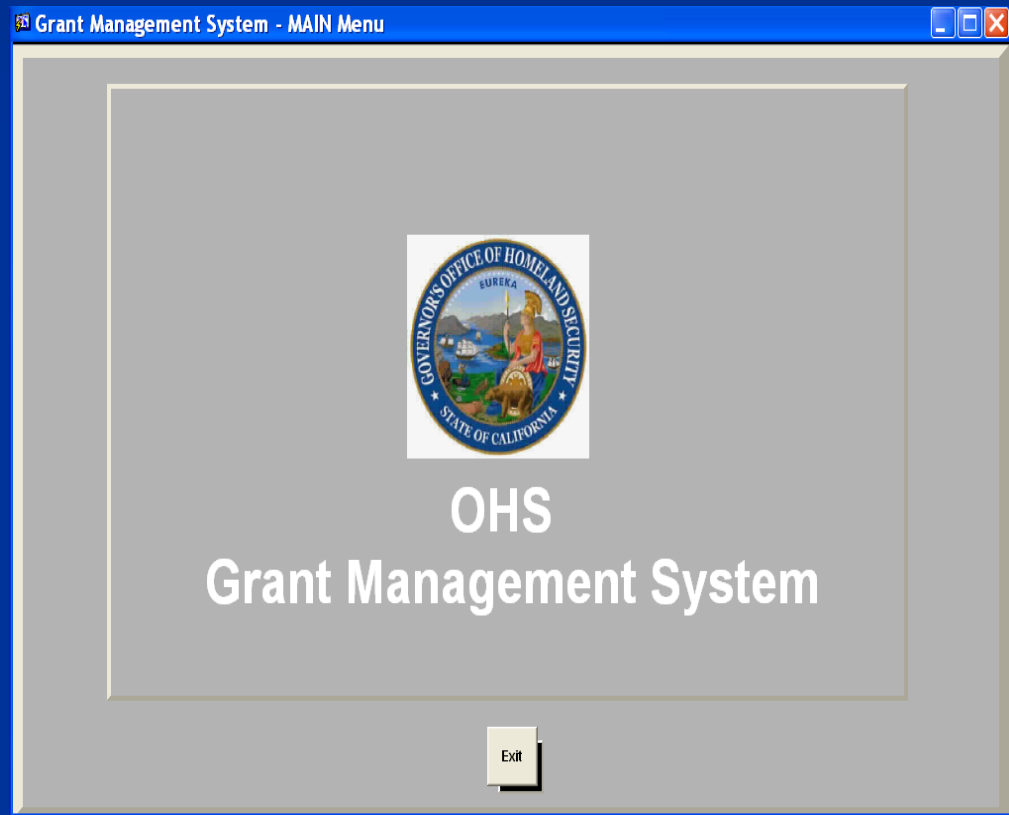
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Rose Nguyen, Program Representative	(916) 322-2607	rose.nguyen@ohs.ca.gov



Overview

Automated Ledger System (ALS)

- Database used to enter and track all Homeland Security grants
- All modifications completed in ALS
- All reimbursements/cash requests processed using the ALS
- Processed 6,800 plus transactions and more than **\$600** million in reimbursements since 2005





Overview

Reimbursement Process Working Group

Reduce the processing time for:

- **Cash Requests/Advances**
- **Modifications of Grant Activities**



Overview

Outcome

- Financial Management Forms Workbook
- Template for Automated Systems to come

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Alterations to this document may result in delayed application approval, modification, or reimbursement requests.										CFDA Number:			
2	Subgrantees may be asked to revise and/or resubmit any altered Financial Management Forms Workbook.										Lidger Type: Initial Application			
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Create Copy of Project Ledger - Click this button

Sample

Item # Project Project Name Funding Source Discipline Solution Area Solution Area Sub-Category Total Obligated Amount Approved Previous Amount This Request Match Amount Total Approved Remaining Balance Percent Complete

1	A	Security Cameras	SHSGP	LE	Equip	Physical Security Enhancement	500,000				-	500,000	
2	B	Medical Supplies	SHSGP	EMG	Equip	Medical Supplies and Limited Ty	600,000				-	600,000	
3	C	Command Vehicle	SHSGP	LE	Equip	Other Authorized Equipment	1,200,000				-	1,200,000	
4	D	Chemical Suits	SHSGP	EMG	Equip	Personal Protective Equipment	60,000				-	60,000	
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Navigation: Cover / Project Descriptions / Grant Management Roster / **Project Ledger** / Equipment Inventory Ledger / Training Roster / Planning Roster / Exercise Roster / Authorized Agent



Overview

- **FY 08 Fiscal Management Workshop**
- **FY 08 Application Workshop**
- **Website:** www.ohs.ca.gov/grants_fiscal_reporting.html



Overview

- Foundation of **Subgrantee Application**
- Project Ledger is the Basis for **Project Planning**
- Provides for **Pre-Approval**
 - Equipment Purchases
 - Training Courses
- Confirms **AAR and IP** are uploaded into portal (Exercise)



Overview

Forms and Procedures

- FY 06, 07, FY 08 **ONE** modification per quarter
- All grants, **ONE** cash request per month
- FY 04 and FY 05 grants will need to submit equipment ledgers in the future



Overview

Quarter Dates for FY 2008

- Quarter : Award date – 12/31
- Quarter : 1/1 - 3/31
- Quarter : 4/1 - 6/30
- Quarter : 7/1 - 9/30
- Quarter : 10/1 - 12/31



Financial Management Forms Workbook



Financial Management Forms Workbook Changes for FY 2008 & 2009

- The FMFW is unlocked
- Sorting/Auto Filter feature is available
- Planning Roster is updated to reflect Planning-Personnel and Planning-Contractor
- Catalogue of Federal Domestic Assistance (CFDA) field is included
- Macros are included to reduce redundant tasks



Financial Management Forms Workbook

- Marked with a disclaimer advising against altering the document

“Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or resubmit any altered Financial Management Forms Workbook.”



Financial Management Forms Workbook

Website: <http://www.ohs.ca.gov>

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The Director Media Center Videos

GOVERNOR SCHWARZENEGGER
Visit his Website

First Lady of California
Maria Shriver
2003-2007

DIRECTOR
Matthew R. Bettenhausen

"Keeping California Safe"

What's New Federal News Events

- 9/27/08 Director Matthew Bettenhausen comments on Gov. Schwarzenegger signing AB 38
- 9/22/08 Fresno City Fire Department Receives Critical Hazmat Rescue Equipment
- 9/20/08 FY08-09 Proposition 18 Public Hearings
- 09/11/08 State, Local Emergency Officials Memorialize 7th Anniversary of 9/11

HUMAN TRAFFICKING IN CALIFORNIA

It is estimated that California is amongst the top 3 states in the nation for human trafficking. By its very nature, human trafficking, in all of its forms, is largely hidden from view. Apart from the harm that this crime causes its victims, the infrastructure that is necessary to support this heinous crime can serve the needs of terrorists wishing to smuggle themselves and/or dangerous weapons into the country.

- 10 ways We can stop human trafficking (pdf)
- Department of Justice Report on Human Trafficking (pdf)

CALIFORNIA EMERGENCY MANAGEMENT AGENCY TO BE ESTABLISHED

Director Matthew Bettenhausen comments on Governor Schwarzenegger signing AB 38 merging Governor's Office of Homeland Security with the Office of Emergency Services.

- Merge Bill (AB 38) Language (pdf)

QUICK LINKS

- Civil Rights
- GEDEC
- California Maritime Security Council (CMSQC)
- American Red Cross
- Fire Overview
- Ready
- USGS

CALIFORNIA PREPARED

- Information by County
- Want to Report Suspicious Activity?
- Are You Prepared?

PHOTOS

National Threat Advisory: ELEVATED
Significant Risk Of Terrorist Attacks
The threat level in the airline sector is High or Orange.

GOLDEN GUARDIAN 2008

October is **NATIONAL CYBER SECURITY AWARENESS MONTH**
Learn more

Save energy, money and the environment. **DO IT YOUR POWER**

HELP SAVE A CHILD WITH AMBER ALERT



Financial Management Forms Workbook

<http://www.ohs.ca.gov/divisions.html>



CA.GOV Governor's Office of Homeland Security
Matthew R. Bettenhausen, Director

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Grant Management Critical Infrastructure Training & Exercises Information Analysis Legislative Affairs

OHS Divisions

- Grants
- Critical Infrastructure
- Training & Exercises
- Information Analysis
- Legislative Affairs
- Planning and Research

Propositions

- 1B - Transportation
- 1C - Housing
- 1D - Education
- 1E - Flood Control
- 84 - Natural Resources

Lease Revenue Bonds

- Department of Corrections and Rehabilitation

OHS Divisions

GRANT MANAGEMENT

The [Grant Management Division](#) is responsible for the management of the following federal grant programs: the State Homeland Security Grant Program, the Law Enforcement Terrorism Prevention Program, the Citizen Corps Program, the Urban Area Security Initiative, the Transportation Security Grant Program, the Emergency Management Program, the Metropolitan Medical Response System, the Buffer Zone Protection Plan, and [Proposition 1B](#). To date, OHS is responsible for administering over \$1 billion in federal homeland security funds, nearly 90% of which are distributed to local and regional entities on the front lines of terrorism prevention and preparation. Download [summaries](#) of homeland security fund allocations.

CRITICAL INFRASTRUCTURE

The [Critical Infrastructure Program](#) section collaborates with federal, state, local, tribal and private partners to identify, assess, prioritize, and promote the protection of California's critical infrastructure and key resources.

TRAINING & EXERCISES

The mission of the Homeland Security [Training Branch](#) is to support the Weapons of Mass Destruction First Responder community of California by providing training and exercise support and the coordinated delivery of training and training materials.

The [Exercise Branch](#) develops, coordinates, and leads a statewide Homeland Security Exercise and Evaluation Program (HSEEP) primarily focused on Weapons of Mass Destruction (WMD)/Chemical-Biological-Radiological-Nuclear-Explosive (CBRNE) and catastrophic incidents.

INFORMATION ANALYSIS

The [Information Analysis \(OHS-IA\) Division](#) provides structure, guidance and funding to the California State Terrorism Threat Assessment System, which encompasses the Terrorism Threat Assessment Center (STTAC) that is designated by Governor Schwarzenegger as the State's Fusion Center. OHS-IA collaborates with the California Highway Patrol, Federal and State public safety agencies and various Homeland Security partners to ensure that the Governor and key senior leadership officials are provided time sensitive situation awareness information that has security implications to California.

LOCAL, EXTERNAL, AND LEGISLATIVE AFFAIRS

The [Local, External, and Legislative Affairs \(LELA\) Division](#) is responsible for advising the Governor on legislative, budget and regulatory measures affecting California's ability to prevent, protect against, and respond to intentional and natural disasters. In addition to analyzing state and federal legislation, the LELA Division works with state and local safety agencies seeking federal preparedness funds to better protect and prepare our communities from catastrophes. The LELA Division also actively communicates the funding requirements needed to meet our overall security needs to the White House, Congress and the U.S. Department of Homeland Security.

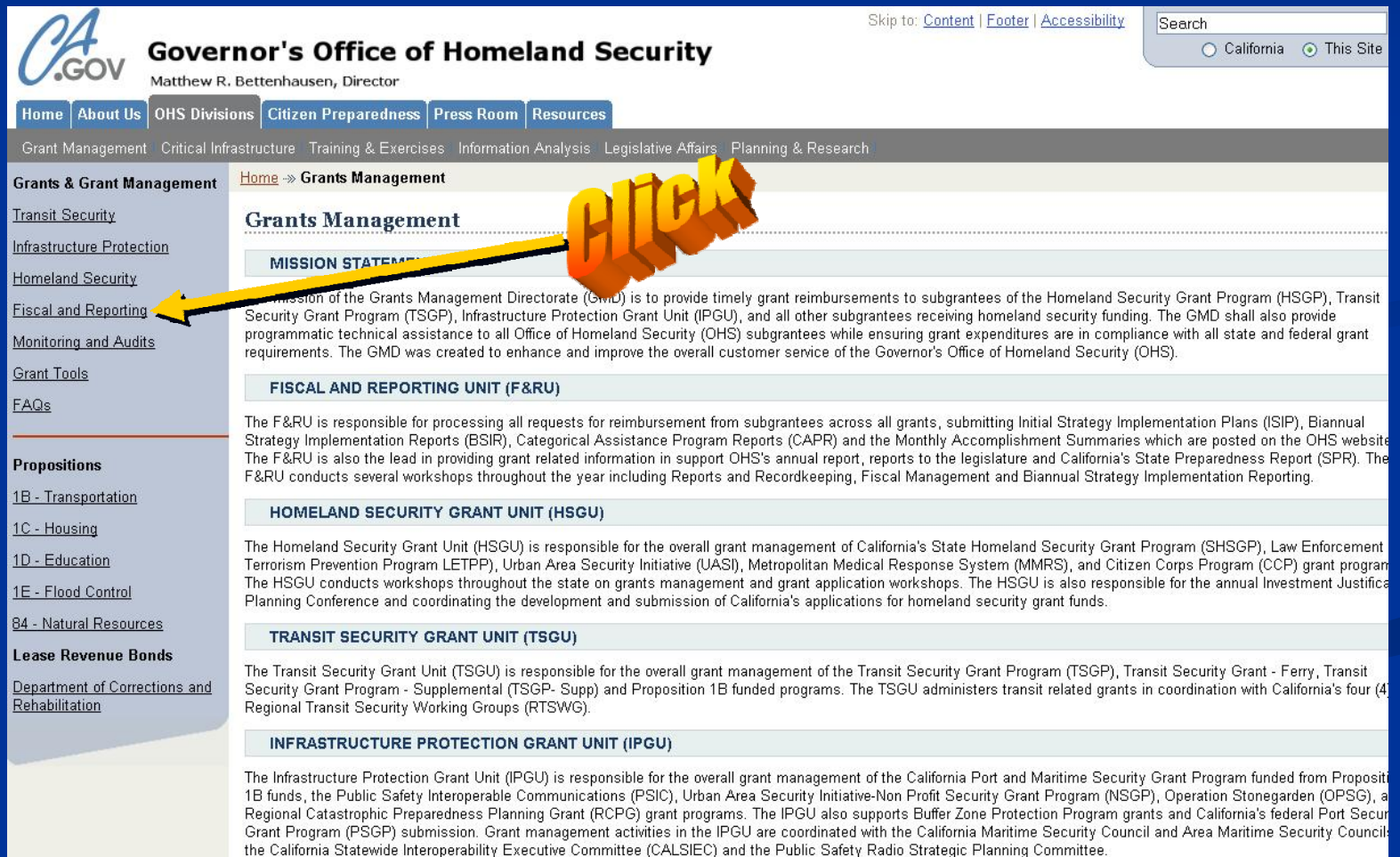
PLANNING & RESEARCH

The [Planning, Research and Emergency Preparedness \(PREP\) Division](#) coordinates the State's planning efforts and strategic development to achieve preparedness priorities to Homeland Security and disasters. The guiding principles of the PREP Division are coordination, collaboration, and communication with our local, State, federal, tribal and



Financial Management Forms Workbook

<http://www.ohs.ca.gov/grants.html>



CA.GOV Governor's Office of Homeland Security
Matthew R. Bettenhausen, Director

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[Grant Management](#) [Critical Infrastructure](#) [Training & Exercises](#) [Information Analysis](#) [Legislative Affairs](#) [Planning & Research](#)

Grants & Grant Management [Home](#) → [Grants Management](#)

[Transit Security](#)
[Infrastructure Protection](#)
[Homeland Security](#)
[Fiscal and Reporting](#)
[Monitoring and Audits](#)
[Grant Tools](#)
[FAQs](#)

Propositions
[1B - Transportation](#)
[1C - Housing](#)
[1D - Education](#)
[1E - Flood Control](#)
[84 - Natural Resources](#)

Lease Revenue Bonds
[Department of Corrections and Rehabilitation](#)

Grants Management

MISSION STATEMENT
The mission of the Grants Management Directorate (GMD) is to provide timely grant reimbursements to subgrantees of the Homeland Security Grant Program (HSGP), Transit Security Grant Program (TSGP), Infrastructure Protection Grant Unit (IPGU), and all other subgrantees receiving homeland security funding. The GMD shall also provide programmatic technical assistance to all Office of Homeland Security (OHS) subgrantees while ensuring grant expenditures are in compliance with all state and federal grant requirements. The GMD was created to enhance and improve the overall customer service of the Governor's Office of Homeland Security (OHS).

FISCAL AND REPORTING UNIT (F&RU)
The F&RU is responsible for processing all requests for reimbursement from subgrantees across all grants, submitting Initial Strategy Implementation Plans (ISIP), Biannual Strategy Implementation Reports (BSIR), Categorical Assistance Program Reports (CAPR) and the Monthly Accomplishment Summaries which are posted on the OHS website. The F&RU is also the lead in providing grant related information in support OHS's annual report, reports to the legislature and California's State Preparedness Report (SPR). The F&RU conducts several workshops throughout the year including Reports and Recordkeeping, Fiscal Management and Biannual Strategy Implementation Reporting.

HOMELAND SECURITY GRANT UNIT (HSGU)
The Homeland Security Grant Unit (HSGU) is responsible for the overall grant management of California's State Homeland Security Grant Program (SHSGP), Law Enforcement Terrorism Prevention Program (LETPP), Urban Area Security Initiative (UASI), Metropolitan Medical Response System (MMRS), and Citizen Corps Program (CCP) grant programs. The HSGU conducts workshops throughout the state on grants management and grant application workshops. The HSGU is also responsible for the annual Investment Justification Planning Conference and coordinating the development and submission of California's applications for homeland security grant funds.

TRANSIT SECURITY GRANT UNIT (TSGU)
The Transit Security Grant Unit (TSGU) is responsible for the overall grant management of the Transit Security Grant Program (TSGP), Transit Security Grant - Ferry, Transit Security Grant Program - Supplemental (TSGP- Supp) and Proposition 1B funded programs. The TSGU administers transit related grants in coordination with California's four (4) Regional Transit Security Working Groups (RTSWG).

INFRASTRUCTURE PROTECTION GRANT UNIT (IPGU)
The Infrastructure Protection Grant Unit (IPGU) is responsible for the overall grant management of the California Port and Maritime Security Grant Program funded from Proposition 1B funds, the Public Safety Interoperable Communications (PSIC), Urban Area Security Initiative-Non Profit Security Grant Program (NSGP), Operation Stonegarden (OPSG), a Regional Catastrophic Preparedness Planning Grant (RCPG) grant programs. The IPGU also supports Buffer Zone Protection Program grants and California's federal Port Security Grant Program (PSGP) submission. Grant management activities in the IPGU are coordinated with the California Maritime Security Council and Area Maritime Security Council, the California Statewide Interoperability Executive Committee (CALSIEC) and the Public Safety Radio Strategic Planning Committee.



Financial Management Forms Workbook

CA.GOV Governor's Office of Homeland Security
Matthew R. Bettenhausen, Director

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Grants & Grant Management Home -> Grants Management -> Fiscal and Reporting Grant Unit

Fiscal and Reporting Grant Unit

- > [Grant Management Memos](#)
- > [Financial Management Guide \(pdf\)](#)
- > [Financial Management Forms Workbook \(Excel document\)](#)
- > [Terrorism Awareness Courses offered to satisfy TLO Grant Requirements](#)

ADDITIONAL GRANTS AND ASSISTANCE PROGRAMS

- > [2008 State Homeland Security Strategy](#)
- > [Assistance to Firefighters Grant \(AFG\)](#)
- > [2007 Annual Report](#)

Propositions

- [1B - Transportation](#)
- [1C - Housing](#)
- [1D - Education](#)
- [1E - Flood Control](#)
- [84 - Natural Resources](#)

Lease Revenue Bonds

- [Department of Corrections and Rehabilitation](#)

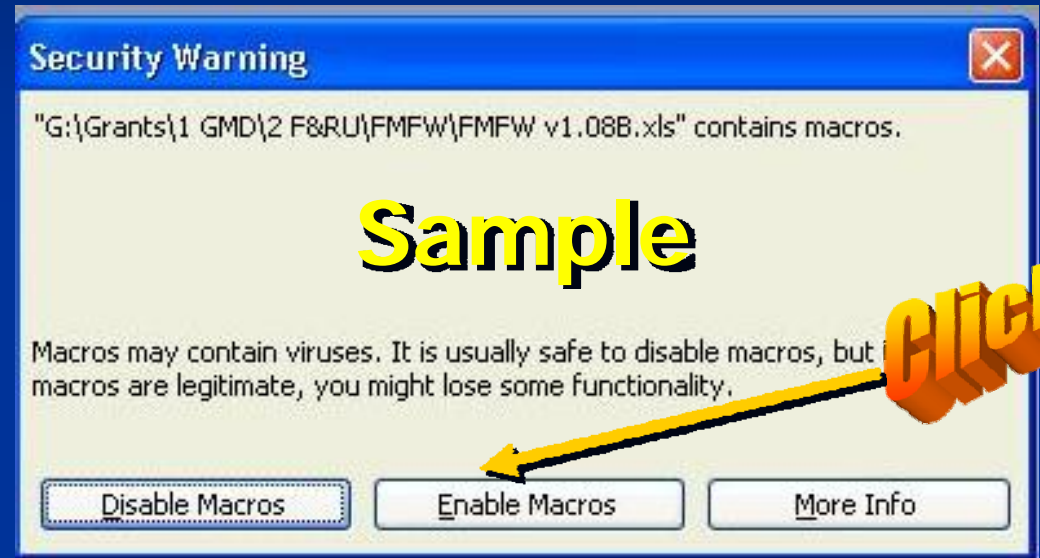
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http://www.ohs.ca.gov/grants_fiscal_reporting.html



Financial Management Forms Workbook

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2. "Macros"
3. "Security"
4. Set it to "Medium"
5. Save
6. Close / Re - Open the FMFW
7. Click on "Enable Macros"





Financial Management Forms Workbook Composition

- 1. Application Cover Sheet**
- 2. Project Descriptions**
- 3. Grant Management Roster**
- 4. Project Ledger**
 - Cash Request Form**
 - Modification Request Form**
- 5. Equipment Inventory – Monitoring**
- 6. Training Roster**
- 7. Planning Roster**
- 8. Exercise Roster**
- 9. Authorized Agent Signature Page**

One Cover Sheet Per Grant Program (Authorized Agent Signature is required)

Alterations to this document may result in delayed application approval, modification, or reimbursement requests.
Subgrantees may be asked to revise and/or resubmit any altered Financial Management Forms Workbook.

CFDA Number: _____

FY 08 Homeland Security Grant Program Application Cover Sheet

Applicant Name: Sacramento County
FIPS #: 067-00000
Today's Date: December 12, 2008
Grant ID #: 2007-0008

Header

Program Selection	Amount Requested
SHSP	
UASI	
CPMSGP	
NSGP	
MMRS	

Grant Program Selection Amount Requested

Click this button
For additional grant
programs only

For State Use only

Application Approved By: _____
Grant Performance Period: _____
FIPS Number: _____
Grant Number: _____
Date: _____

Position	Signature	Printed Name	Title	Designee Y/N	Phone	Email
County Public Health Officer						
County Fire Chief						
Municipal Fire Chief						
County Sheriff						
Chief of Police						
Additional Position (Optional)						
Additional Position (Optional)						

Body of 5 Signatures

Authorized Agent's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Contact's Name	Title	Mailing Address	City	State	Zip	Phone	Email

Authorized Agent

Contact Information

Select Application Type: UASI, OA, or SA -----> UASI OA SA

Statement of Certification

Printed Name	Signature	Date

(Authorized Agent)



Financial Management Forms Workbook

Project Descriptions

- 20 Projects maximum (A-T)
- Please include letter (A-T) of project when entering in BSIR
- Be as descriptive and concise as possible (1000 Characters)
- Do not use terms that are only meaningful locally

Project	State Investment Justification Goals and Objectives	Project Description	Need	Status
Project A	IJ - 9 Goal 5 Obj. 1.1	Emergency Management Project The Baytown Operational Area will contract with a qualified consultant to enhance its Emergency Operations Plan to include an appendix on the response and recovery from acts of terror.		
Project B	IJ - 5 Goal 5 Obj. 1.1	CBRNE Aviation Equipment Project The Baytown Police Department will install a Forward Looking Infra Red (FLIR) video camera on Air 9. Air 9 is a helicopter assigned to the Downtown areas of Baytown. The FLIR will increase Baytown's CBRNE capabilities by allowing Air-9 to operated in a flight environment clouded by fog, haze, smoke and debris which would be likely following a terrorist event in the Harbor or Downtown areas. The GPS and Video Recording features will allow for events to be recorded in real time and used in court, debriefing, and after action reports.		
Project C	IJ - 7 Goal 7 Obj. 1.3	Community Based Education and Training Project Baytown OS will utilize funds from its ongoing program with the California Volunteers Program. The City of Baytown is currently developing the "Baytown Citizen's Corp Council" with funds from its FY 05 allocation. FY06 funds will be used to publish brochures and handout materials that will be distributed as part of its Terrorism Awareness Campaign.		



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- Grant Management Section**
- Applicant:
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Date:
Grant ID #:
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| Use the pull down menu to enter the employees title.
If multiple use multiple lines | | | | |
| Using the pull down menu enter the area of responsibility role that most closely describes the employee\contractor.
If multiple use multiple lines | | | | |
| Is the employee employed by your agency or a contractor? | | | | |
| Is this person an employee of your agency or a contracted employee. | | | | |
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Financial Management Forms Workbook

Project Ledger

- Ledger Type (Top right)
- Item Number
- Project
- Project Name (Project Naming Protocols)
- Funding Source
- Discipline
- Solution Area
- Solution Area Sub-categories
- Total Obligated
- Amount Approved Previous
- Amount this request
- Match Amount

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5	067-00000										Today's Date: <input type="text"/>			
6	December 12, 2008										Expenditure Period: <input type="text"/>			
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Financial Management Forms Workbook

Equipment Inventory Ledger

- Project
- Equipment description
- AEL Number
(www.rkb.us)
- AEL Title
- Funding Source
- Invoice Number
- Vender
- Total Cost
- Cash Request Number
- Acquired Date
- ID Tag Number
- Condition/Disposition
- Deployed Location

Microsoft Excel - FMFW 1.08 5.12.2008.xls

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80%

Tahoma 12 B I U

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A B C D E F G H I J K L M N O P Q R S T U V W X

1

2

3 Governor's Office of Homeland Security

4 Equipment Inventory Ledger

5 Applicant:

6 FIPS Number:

7 Date:

8 Grant ID #:

9 Project Equipment Description AEL # AEL Title Funding Source Invoice Number Vendor Total Cost General Cash Request Number Acquired Date ID Tag Number Condition and Disposition Deployed Location

10

11 Use the pull down menu to enter the Project letter. You are limited to 20 projects A-T

12 Describe Equipment, please indicate Manufacturer, Model #, etc.

13

14 Use the pull down menu to enter the correct funding source.

15 SHSGP - State Homeland Security Grant Program

16 UASI - Urban Area Security Initiative

17 TSGP - Transit Security Grant Program

18 MMRS - Metropolitan Medical Response System

19 BZPP - Buffer Zone Protection Program

20

21 Serial # or ID Tag:

22 Date Equipment was physically received

23

24 Current Condition of the Equipment:

25 New, Used, Damaged, etc.

26 In use - enter deployed location in next column

27 Not in use - if not in use please explain.

28 Sold, Lost, Stolen, etc.

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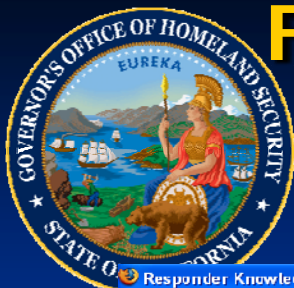
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<http://www.rkb.us>

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Welcome to the **RESPONDER KNOWLEDGE BASE**

"Created to provide Emergency Responders, purchasers, and planners with a trusted, integrated, on-line source of information on products, standards, certifications, grants, and other equipment-related information."

Partnerships [View all RKB Partners](#)

NAEMT National Association of Emergency Medical Technicians
<http://www.naemt.org/>

To find other key sites for Emergency Responders, use www.FirstResponder.gov/

FirstResponder.gov

RKB Recommends

Commercial Equipment Direct Assistance Program

[Click here to download a list of CEDAP 2008 awardees \(PDF\).](#)

[Click here to go to the main CEDAP page.](#)

[Click here to check the status of a CEDAP application \(Originator or SAA only\).](#)

[Click here to view a list of CEDAP 2008 FAQs.](#)

Grants >> Commercial Equipment Direct Assistance Program

Other Recommendations

Decontamination Efficacy Matrix

This matrix, developed by the U.S. Army Edgewood Chemical and Biological Center (ECBC) matches various decontamination methods against chemical and biological threats. It gives summary information as well as links to appropriate reference documents. This information is only available to registered responders and Federal government users.

Other Content >> Decontamination Efficacy Matrix

DHS S&T Tech Solutions

The goal of TechSolutions is to field technologies that meet 80% of the operational requirement, in a 12 to 15 month time frame, at a cost commensurate with the program (but less than \$1 million per project). Goals will be accomplished through rapid prototyping and the identification of existing

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Thursday, Dec 4, 2008

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December 2, 2008

NEW! Interim Final Rule for Federal Highway Administration to 23 CFR Part E34
November 24, 2008

NIOSH joins the USFA, NFPA, and NFFP leading supporters of the Service Seat Belt Pledge Campaign
November 19, 2008

Disaster Management



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<http://www.rkb.us/lists.cfm>

Responder Knowledge Base - Equipment Lists - Mozilla Firefox

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https://www.rkb.us/lists.cfm

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2007 SEL & AEL


The RKB offers interactive versions of both the AEL and SEL, as well as a new integrated display. Please choose one of the options below:




SEL Only
The [Standardized Equipment List \(SEL\)](#) is produced by the InterAgency Board of Standardization and Interoperability (IAB) recommendations for response to WMD incidents. It includes recommended features and considerations. This choice displays



AEL Only
The [Authorized Equipment List \(AEL\)](#) is produced by the FEMA Grant Programs Directorate, Department of Homeland Security. It is the official AEL items. **This new Year 2005 and all later years.**



Integrated AEL / SEL Display
To support the response community, the RKB has developed an [integrated format that displays both SEL and AEL](#) information in a single display without the need for cross-references.





Financial Management Forms Workbook Training Roster

- Project
- Course Name
- Solution Area Sub-category
- Discipline
- Funding Source
- Total Cost Requested for Reimbursement
- Total Claimed
- Feedback Number
- Cash Request Number

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A1 Governor's Office of Homeland Security

Governor's Office of Homeland Security

Training Roster

Applicant:
FIPS Number:
Date:
Grant ID #:

Project	Course Name	Solution Area Sub-Category	Discipline	Funding Source	Total Cost Requested for Reimbursement	Total Claimed	Feedback Number	Cash Request Number
<p>Use the pull down menu to enter the Project letter. You are limited to 20 projects A-T</p> <p>Use the pull down menu to enter the Solution Area Sub-Category</p> <p>Backfill and Overtime Costs must be support by timesheets. Timesheets will be reviewed at the time of monitoring.</p> <p>Enter the Project Name. Please use a project name that communicates the project to those that are not familiar with your jurisdiction. For example "The Baytown Project" does not communicate</p> <p>Total Amount of funds expended for this training activity</p> <p>Using the pull down menu enter the correct discipline;</p> <p>AG - Agriculture CS - Cyber Security EMG - Emergency Management EMS-F - Emergency Medical Services (Fire-based) EMS - Emergency Medical Services (Non fire-based) PS - Fire Service GA - Governmental / Administrative HM - Hazmat HC - Health Care LE - Law Enforcement PNP - Not for Profit / Non Profit PH - Public Health PSC - Public Safety Communications PW - Public Works</p>								

Cover Project Descriptions Grant Management Roster Project Ledger Equipment Inventory Ledger Training Roster Planning Roster Exercise Roster Authorized Agent

Draw AutoShapes

Ready

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Financial Management Forms Workbook

<http://www.ohs.ca.gov/hseep/TrainingHome.html>

Homeland Security Training - Governor's Office of Homeland Security - Mozilla Firefox

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http://www.ohs.ca.gov/hseep/TrainingHome.html

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Homeland Security Training and Exercises



MISSION STATEMENT:

The mission of the Homeland Security Training Branch is to support the Weapons of Mass Destruction First Response community of California by providing training referrals, exercise support and the coordinated delivery of training and training materials. Through partnerships with federal, state and local training providers, the California Office of Homeland Security ensure the widest possible access to WMD/CBRNE/Terrorism training for first responders throughout California, enhance local delivery of training and exercises, and coordinate a comprehensive, inclusive statewide training strategy.

For additional information regarding the Homeland Security Training Branch please browse this website or contact the branch at (916) 324-9128, Fax 916-324-5929, Monday through Friday between the hours of 8:00 a.m. - 4:30 p.m.

[FY 2008 Homeland Security Grant Program.](#)

[Training Calendar Jan-Mar, 09](#) (pdf). This bulletin consolidates State Homeland Security Grant Funds available to first responders.

California NON-SLGCP Courses Available for ODP Fund Expenditures.

The California Office of Homeland Security (OHS), is pleased to announce that Operational Areas (OAs) and Urban Area Security Initiative Cities (UASIs) wishing to use the Homeland Security Grant Program (HSGP) funds for Federal and California courses are required to submit. The form will be automatically emailed to the OHS-Training Division for processing and assigning a Federal Tracking Number which is used for grant reimbursement. Homeland Security Grant Funds can be used to support attendance to over 100 WMD/CBRNE/Terrorism courses available through California Training Providers.

*** To attend all WMD/CBRNE Courses, please fill out the [Training Request Form](#) electronically.**

*** [Terrorism Awareness Courses](#) offered to accommodate current TLO Grant Requirements.**

[Overseas Travel Procedures Link](#) (pdf)

[Instructions for Course Development](#)

[Compendium of Federal Training Course Catalog 2007](#) (pdf)

[FEMA National Integration Center Training and Educational Division \(TED\)](#) (pdf)

[Federal Law Enforcement Training Center-Catalog of Training Programs](#) (pdf)

To view the State-Sponsored Course Catalog and Federal-Sponsored Course Catalog go to:
https://www.firstrespondertraining.gov/odp_webforms/

Click!



Financial Management Forms Workbook

<http://www.ohs.ca.gov/forms/default.asp>

Governor's Office of Homeland Security - course enrollment form - Mozilla Firefox

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[http://www.ohs.ca.gov/forms/default.asp](#)

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Lease Revenue Bonds

[Department of Corrections and Rehabilitation](#)

[Home](#) >> [Training](#) >> **Training Request Form**

Training Request Form

Training Officer (POC)

First Name:

Last Name:

Email:

Phone Number:

Course Title:

Level of Training:

Disciplines Trained:

(Hold CTRL Key to select more than one discipline)

Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care
Public Health
Other

Training Provider:

Date(s) of Course:

FROM:

TO:

- Please scroll down
- Click Submit



Financial Management Forms Workbook

Planning Roster

- Project
- Planning Activity
- Solution Area Sub-category
- Discipline
- Funding Source
- Final Product
- Examples: Policy, procedure, guidelines...etc.
- Total Cost Requested for Reimbursement
- Cash Request Number

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Comment 6

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

A B C D E F G H I J K L M N O P Q R S T U V W X

Governor's Office of Homeland Security

Planning Roster

Project	Planning Activity	Solution Area Sub-Category	Discipline	Funding Source	Final Product	Total Cost Requested for Reimbursement	Cash Request Number
						\$-	

Use the pull down menu to enter the **Project** letter. You are limited to 20 projects A-T

Use the pull down menu to enter the **Solution Area Sub-Category**

Backfill and Overtime Costs must be support by timesheets. Timesheets will be reviewed at the time of monitoring.

Use the pull down menu to enter the correct **funding source**.

SHSGP - State Homeland Security Grant Program
UASI - Urban Area Security Initiative
TSGP - Transit Security Grant Program
MMRS - Metropolitan Medical Response System
BZPP - Buffer Zone Protection Program

Using the pull down menu enter the correct **discipline**;

AG - Agriculture
CS - Cyber Security
EMG - Emergency Management
EMS-F - Emergency Medical Services (Fire-based)
EMS - Emergency Medical Services (Non fire-based)
FS - Fire Service
GA - Governmental / Administrative
HM - Hazmat
HC - Health Care
LE - Law Enforcement
PNP - Not for Profit \ Non Profit
PH - Public Health
PSC - Public Safety Communications
PW - Public Works

Please briefly describe the final product.

Total Amount of funds expended for this training activity

Cover Project Descriptions Grant Management Roster Project Ledger Equipment Inventory Ledger Training Roster Planning Roster Exercise Roster Authorized Agent

Cell U10 commented by LDavis

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Financial Management Forms Workbook

Exercise Roster

- Project
- Exercise Title
- Conducted By
- Date of Exercise
- Exercise Type
- Exercise Role
- Solution Area Sub-category
- Discipline
- Funding Source
- Total Cost
- Date AAR entered into ODP Secure Portal
- Cash Request Number

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Comment 6

Governor's Office of Homeland Security

Exercise Roster

Applicant:
FIPS Number:
Date:
Grant ID #:

Project	Exercise Title	Conducted By	Date of Exercise	Exercise Type	Exercise Role	Solution Area Sub-Category	Discipline	Funding Source	Total Cost	Date AAR entered into ODP Secure Portal	Cash Request Number
<p>Use the pull down menu to enter the Project letter. You are limited to 20 projects A-T</p> <p>Use pull down menus to enter the Exercise Title</p> <p>Use the pull down menu to insert the date or dates on which the exercise was conducted</p> <p>Use the pull down menu to insert the type of exercise</p> <p>Use the pull down menu to insert the role played in the exercise</p> <p>Using the pull down menu enter the correct discipline;</p> <p>AG - Agriculture CS - Cyber Security EMG - Emergency Management EMS-F - Emergency Medical Services (Fire-based) EMS - Emergency Medical Services (Non fire-based) FS - Fire Service GA - Governmental / Administrative HM - Hazmat HC - Health Care LE - Law Enforcement PNP - Not for Profit / Non Profit PH - Public Health PSC - Public Safety Communications PW - Public Works</p> <p>Use the pull down menu to enter the Solution Area Sub-Category</p> <p>Backfill and Overtime Costs must be supported by timesheets. Timesheets will be reviewed at the time of monitoring.</p> <p>Total Amount of funds expended for this training activity</p> <p>Use the pull down menu to enter the correct funding source.</p> <p>SHSGP - State Homeland Security Grant Program LETTP - Law Enforcement Terrorism Prevention Program UASI - Urban Area Security Initiative TSGP - Transit Security Grant Program MMRS - Metropolitan Medical Response System BZPP - Buffer Zone Protection Program</p>											

Cell 510 commented by LDavis

NUM



Financial Management Forms Workbook

Authorized Agent Signature Page

Cash Request:

- A.A. Signature Page must be attached to all official requests for reimbursements, advances, and modifications with original signatures
- Supporting information for advance should be transmitted on Authorized Agent form

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Alterations to this document may result in delayed application approval, modification, or reimbursement requests.											CFDA Number:	
2	Subgrantees may be asked to revise and/or resubmit any altered Financial Management Forms Workbook.												
3													
4	Governor's Office of Homeland Security												
5	Supporting Information for												
6	Reimbursement/Advance of State and Federal												
7	Funds												
8	Sacramento County												
9	067-00000												
10	December 12, 2008												
11	2007-0008												
12													
13	This request is for an/a: Initial Application												
14													
15													
16	This claim is for costs incurred within the grant expenditure period from												
17	and does not cross fiscal years.												
18													
19	Under Penalty of Perjury I certify that:												
20	I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.												
21	Statement of Certification - Authorized Agent												
22	By signing below, I hereby certify that I am the duly appointed Authorized Agent and have the authority to apply for the Homeland Security, Transit Security, Non-Profit Security Grant Program, PROP 1B, Urban												
23	Area Security Initiative, and the Operational Area's application represents the needs for the State Homeland Security Program.												
24													
25													
26													
27													
28	Printed Name												
29	Signature of Authorized Agent												
30	Date												
31	Mail workbooks to:												
32	Governor's Office of Homeland Security												
33	Grants Management Division												
34	State Capitol												
35	Sacramento, CA 95814												
36													
37	UPS and FedEx accepted- Please do not hand deliver												



Cash Request



Financial Management Forms Workbook

Cash Request Process

- 1. Sub-grantee submits request**
- 2. Regional representative reviews**
- 3. Fiscal technician or Analyst inputs data into ALS**
- 4. Analyst reviews and approves**
- 5. Program Manager reviews and approves**
- 6. Deputy Director final approval**
- 7. Request transmitted to Accounting**
- 8. Accounting transmits claim schedule to State Controller's Office CalStars System**
- 9. Warrant Issued**



Financial Management Forms Workbook

Cash Request Process

First Cash Request:

1. Copy "Project Ledger" tab and rename to "Cash Request # 1"
2. Complete "Cash Request # 1"

Second and subsequent Cash Requests:

1. Copy cash request #1
2. Rename tab to Cash Request #2
3. Copy amounts from "Total Approved" column into "Amount Paid" previous column
4. Clear "Amount This Request" column
5. Enter amounts for current request
6. Submit and repeat steps above for subsequent requests



Advances



Financial Management Forms Workbook Advances

FY2006 - FY2008 Grants

- Funds may be held for not more than 120 days
- Interest bearing account- Financial Institution
- Interest returned at least quarterly to:

United States Dept. of Health & Human Services
Division of Payment Management Services
P.O. Box 6021
Rockville, MD 20852

- All interest earned must be reported to OES Accounting
- Subgrantee may retain \$100 in interest per year for administrative expenses
- All funds not expended within 120 days must be returned to OES Accounting
- Status of all advances will be reported on cash requests subsequent to the advance



Modification



Financial Management Forms Workbook Modifications

Modification Request

1. Latest Working Project Ledger
2. Copy "Project Ledger" tab
3. Rename to
Modification Request # X
4. Red Strikethrough for delete
5. Blue for new text
6. Submit to OHS electronically
7. OHS Regional Representative will review, approve or request additional information
8. Once approved, submit approved modification with "wet" signature from Authorized Agent.
9. Use latest modification as basis for next cash request

Item #	Project	Project Name	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Total Obligated
							2,360,000
1	A	Security Cameras	SHSGP	LE	Equip	Physical Security Enhancement	- 500,000
2	B	Medical Supplies	SHSGP	EMG	Equip	Medical Supplies and Limited Ty	600,000
3	C	Command Vehicle	SHSGP	EMG	Equip	Authorized Equipment	1,200,000
4	D	Chemical Suits	SHSGP	EMG	Equip	Personal Protective Equipment	60,000

Sample



Financial Management Forms Workbook Modifications

Subgrantee responsibilities in Modification Process

- Communicate request to OHS
- Receive approval and confirmation of modification from OHS
- Request funds consistent with the modification
- Report change in Grant Reporting Tool (GRT)
- Biannual Strategy Implementation Report (BSIR)



Financial Management Forms Workbook

BZPP / TSGP / UASI Non-Profit / PSIC

- **Buffer Zone Protection Program**
 - Use same cash request form
 - Solution Area - Equipment
 - Discipline – LE
 - Funding Source – BZPP
- **Transit Security Grant Program**
 - Use same cash request form
 - Complete same as HSGP
 - Funding Source – TSP
- **UASI Non-Profit**
 - Discipline- PNP
 - Finding Source – UASI /NSGP
- **Public Safety Interoperable Communications Grant**
 - Discipline- PSC
 - Funding Source - PSIC





Closeout



Grant Closeout Requirements

The sub-grantee must submit to OHS on it's own letterhead a request to close the sub-grant award

The body of the letter must address the following:

- **All approved work has been completed**
- **Certification that any Corrective Action Plan as a result of monitoring findings has been completed and findings resolved**
- **All funds have been requested or final cash request**
- **If funds will not be utilized, authorization to disencumber the funds**
- **Reconciliation of actual costs to awards, modifications, reimbursements or advances**
- **Acknowledgement of the record retention period**



Grant Closeout Retention Period

- Three-years
- Starts from submission of the final expenditure report
- In event of litigation, claim, negotiation, audit, or other action involving the records:
 - Records must be retained until completion of the action and resolution of all issues which arise from it or
 - Three year period
 - Whichever is later

More Information:

- 2006 Financial Management Guide, U.S. DHS
- Office of Grants and Training
- Office of Grant Operations

FY 05 and prior: 2005 Department of Justice Financial Guide



Break